

WCLS Virtual Story Time Guidelines **Update: 4/28/2020**

- **Staff:** LA III or above:
 - **Team Members:** Morgan/SO, Mela/SV, Tyna/RN, John C/IV, Pam/NV, Theresa/NV, Jamie/NW, Aurora/SS, Judy/Admin, Beate/Admin. All 10 of us will pre-record numerous story times
- **When:** Story Times will be posted on [WCLS private Facebook Story Time page](#) at 11 am and 4 pm. (Start date: Saturday, 3/28)
- **Materials:** Staff will need to go to branch to pick up ST materials (books*/fingerplays/puppets/felts)
- **Training:** Please review this document for guidelines, ideas, and inspiration

Steps for Filming an Online Story Time:

1. Book Selection*

- To avoid duplicating content, add your chosen titles to the [Virtual Story Time Book List](#) that each presenter has vetted through the below ***publisher guidelines**
- **Read only 1 book per video-** 5 –10 minutes is ideal

2. Review Publisher Guidelines* (see below) for the title you selected and complete the necessary steps

- Each presenter is expected to follow up with the above guidelines and expectations for reading books online

3. Complete a [Virtual Story Time Activities Bibliography](#) for each title - *open file then select save as and fill in your information and save to the [Virtual Story Time Activities Bibliography](#) folder*

• Ideas for Virtual Story Time Activities:

- [SONGS & FINGERPLAYS PNG FILES](#)- OPEN the file you would like to use, right click on image and paste into your Virtual Story Time Activities Bibliography

4. Film Your Video and review content before uploading to the [Virtual Story Time Video Folder](#)

- **Equipment:** Phone/mobile device/laptop-film in landscape, highly recommend tripod or somewhere to prop device to hold it steady during filming
 - Please use the 1080 recording resolution setting in our phones/tablets/etc. to film your videos. If your device offers a couple of 1080 options please choose the 1080 HD at 60 fps setting. If you're not sure how to do it, here's a handy video on how to change your settings on your device:
 - iPhone: <https://www.youtube.com/watch?v=NPK4IIC803Y>
 - Android: <https://www.youtube.com/watch?v=w0WgAeSGggg>
- **Duration:** Read only one book per video (5-10 minutes), additional content **songs****, fingerplays, movement activities should be recorded separately
- **Environment:** friendly/neutral background. If you can read to your kid/pet, stuffed animals, makes it more engaging
- **Content:**
 - **Welcome** to Washoe County Library's Virtual Story Time, I'm
 - ***Acknowledge** the publisher required permissions on your chosen title(s) (optional or if the publisher is not on the standard slide). Publishers will be acknowledge at beginning of Story Time with standard slides
 - **Practice and review** pre-recording to ensure your intended message is clear with emphasis on modeling the art of reading aloud
 - **In closing:** sharing of one early lit activity/on-line resource (VROOM, Tumblebooks, 1,000 books)

5. Upload Your Video to the [Virtual Story Time Video Folder](#)

*Books and Publisher Guidelines:

Here is a list of the publishers that have given permission to use their books online for Story Time during COVID 19. **Please review the below link carefully.** Each publisher has different guidelines and posting requirements. **WCLS is abiding by publisher guidelines.**

<https://docs.google.com/document/d/113E-OffElTRoI7zsvk6gjxrAgepeD-JGAD55-ftSfrc/edit#>

Each presenter is expected to follow up with the above guidelines and expectations for reading books online.

- **August House**-Send email to ask permission: steve@augusthouse.com
- **Bloomsbury Publishing:** <https://www.bloomsbury.com/us/company/company-permissions/#supportperm>
- **Candlewick Press** (currently this publisher does not allow online readings to be archived or saved)
Beate reached out and received a positive response:
Thank you for your permission request. We are happy to grant Washoe County Library the one-time only, non-exclusive right to record a reading of the entirety of the above title, where it will be accessible privately to your patrons in a private Facebook group. This permission is granted with the understanding that when your library reopens, the posted recording will be removed from the platform. This permission is granted free of charge for straight reading in the English language only and is subject to a credit to the author/illustrator and publisher (Candlewick Press) at the start of the reading. Additionally, to help support the educational effort during this time, we would also like to offer a list of available Candlewick Press resources that can be accessed at home which we've attached for your convenience.
No rights are granted other than those specified above. It is understood that this venture is non-profit making - if this should change please notify us as soon as possible.
Send requests to: Kristin.Seim@candlewick.com
When sending requests to Candlewick Press please send a link to our VST Facebook page
- **Dragonfly Publishing:** <http://www.dragonflypubs.com/web/contact/>
- **Flash Light Press:** <http://flashlightpress.com/>
- **Quatro Group** (we must take it down after 30 days)
- **Penguin Random House** (currently this publisher does not allow online readings to be archived or saved, so we are discouraging using books from this publisher)

Update to Penguin Random House:

BECAUSE OF THE MASSIVE VOLUME OF REQUESTS RECEIVED, WE NOW REQUIRE that you provide information by accessing the following link: <https://tinyurl.com/PRHStoryTimeForm>. Once you have submitted the form, and if you are offering this service to the community from a library, school, bookseller, or other non-profit organization, please consider your request to be automatically approved.

**Music Guidelines

- Verify that the song you will be using is on this **Best Known Public Domain Children's Songs** list: <https://www.pdinfo.com/pd-music-genres/pd-children-songs.php>
- **Jbrary YouTube Songs:** <https://www.youtube.com/user/Jbrary>

Tips for Online Story Times:

- **Mistake Markers:** You don't have to be a "one take" actor/actress. If you mess up and flub a line during filming Jamie can probably edit your mistake out of your video. The best thing to do is to just keep filming but wave your hand in your video as a "marker" to show that it's a point that needs editing. Then try to deliver your line the way you want it to be. Then please let Jamie know that you've done

this and you would like some editing. Having said that, if your video is full of these mistake markers, just try to start over.

- **When filming your videos:** Pause at the beginning before you start speaking, and at the end after you stop speaking. That way we can edit out any parts where you're moving to press your record button.
- **Video Lighting:** From Jamie: I think I'm the only one of us that actually lives in a dark cave and needs lighting help... but I have found some helpful YouTube videos on how to get good lighting in your videos. I can do some lighting effects in the editing process... but it's always best to try to get good lighting at the start. Open windows, drag some lamps into the room, whatever will help. Here's a video that's pretty helpful for beginners: <https://www.youtube.com/watch?v=flc5iP0KwTg>
- **Camera Angle** – Make sure you can see the entire book when filming. When turning the pages make sure book is facing the camera
- **School Library Journal:**
 - <https://www.slj.com/?detailStory=Virtual-Storytime-and-Circle-Time-15-Tips-For-Making-a-Dynamic-Video-coronavirus-COVID19-librarians-early-learning>
 - https://www.slj.com/?detailStory=publishers-adapt-policies-to-help-educators-coronavirus-covid19&utm_source=Marketing&utm_medium=email&utm_campaign=top5
 - https://www.slj.com/?detailStory=tackling-copyright-concerns-when-taking-storytime-online&utm_source=Marketing&utm_medium=email&utm_campaign=top5
 - <https://www.slj.com/?detailStory=scholastic-temporarily-revises-policy-for-online-read-alouds-coronavirus-copyright>
- **Jbrary Tips for Filming:** (this is for filming in YouTube, but still has valuable ideas)
 - <https://jbrary.com/youtube-users-guide/>
- **DIY sound proofing for videos:** <https://www.youtube.com/watch?v=SyMJlruhdQ4>
- **iPhone Filming Tips:** There are a couple of really good tips here like set your phone to flight mode when filming to cancel out any notification noises. Also some info about setting the exposure to manual while filming so that it doesn't readjust the lighting.
<https://www.youtube.com/watch?v=g8a4F6mVX64>
- **More Tips:**
 - <https://programminglibrarian.org/blog/digital-storytelling-6-steps>
 - <https://programminglibrarian.org/programs/virtual-story-times-denton-public-library>

More on Copyright Laws:

- <https://www.slj.com/?detailStory=tackling-copyright-concerns-when-taking-storytime-online>
- <https://onlinebooks.library.upenn.edu/okbooks.html>

Resources & Ideas:

- In the U.S., [celebrities](#) are doing story time readings, and here's [a growing list](#) of publishers who have
- The Canadian Children's Book Centre is posting daily readings on [Twitter](#) and [Facebook](#).
- [Canadian writers and illustrators](#) are sharing readings of their books online.
- [Wellington City Libraries in New Zealand](#) offers "stories online," with readings provided by two publishers Bonus: some titles are read in the Māori language.
- Children in Australia will enjoy story time by [ABC Kids Listen](#), offering educational and entertaining stories through a free app.
- Here are websites for activity ideas to add to your Virtual Story Time Activities Bibliographies
<https://www.pbs.org/parents>
[Vroom](#)

